



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Briefings, Displays, and Publications for Employees

FROM: <span style="border: 1px solid black; padding: 2px;">[Redacted]</span> , Chief Information & Management Support Staff/OL	EXTENSION	NO.
		DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/OL		11/7	<i>[Signature]</i>	<p>At the upcoming DDA Quarterly Conference (25 July), the DDA has asked that he be briefed on efforts within OL aimed at getting the word out to employees. A block of time (approximately 15 minutes) has been set aside in the conference agenda for that subject and we have compiled a listing of what we believe represents the primary OL efforts in this area. The listing, which is attached, is divided into two major categories and covers both current and planned activities. Examples of publications, brochures, etc., will be available at the conference.</p> <div style="border: 1px solid black; width: 200px; height: 80px; margin: 10px auto;"></div> <p><i>And that's a lot of communication!!!</i></p>
2. DD/L		7/12	<i>[Signature]</i>	
3. D/L		13 July	<i>[Signature]</i>	
4. <i>C/IMS TH.</i>			<i>[Signature]</i>	
5. <i>John</i>				
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## BRIEFINGS/COURSES/SEMINARS/CONFERENCES

### 1. Existing

a. Headquarters Property Accounting Course - Instruction in control of Agency property, and establishing and maintaining property accounting records.

- Audience: OL careerists
- Frequency: Quarterly (three-day course)
- Last Date Conducted: 05-06 June 1984

c. Agency Standard Automated Property System (ASAPS) Course - A familiarization with ASAPS covering ASAPS file structure; a review of data elements, standard and ad hoc reporting procedures, and data base manager functions.

- Audience: Agency accountable property managers
- Frequency: Every two months (two-day course)
- Last Date Conducted: 18-19 June 1984

d. Printing and Photography Seminar - Information seminar on services provided by the Printing and Photography Division.

- Audience: All Agency employees requiring P&PD services.
- Frequency: Yearly (two-day seminar)
- Last Date Conducted:

e. Logistics Conference - Two-day conference with internal and external speakers with topics of interest to all OL careerists.

- Audience:  OL careerists
- Frequency: Yearly
- Last Date Conducted: 14-15 May 1984

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f. Logistics Secretarial Conference - Two-day conference with internal and external speakers with emphasis on secretarial concerns.

- Audience: 35 OL careerists
- Frequency: Yearly
- Last Date Conducted: 30 April--01 May 1984

g. Logistics Orientation - a 2 1/2-day course designed to give participants an overview of the Office of Logistics.

- Audience: New OL employees; OL employees returning from extended overseas tour; and Agency employees whose jobs interface with OL activities
- Frequency: Quarterly
- Last Date Conducted: 28 March 1984

h. Director of Logistics Quarterly Conference - Four or five twenty-minute briefings on new OL initiatives.

- Audience: 01 careerists--primarily for those serving  
outside of OL
- Frequency: Quarterly
- Last Date Conducted: 11 April 1984

i. Rap Sessions - Held by the D/L, DD/L and EO, with approximately 30 OL careerists in attendance to discuss their concerns.

- Audience: All OL employees participate at one time  
or another.
- Frequency: Quarterly
- Last Date Conducted: 02 July 1984

j. D/L Staff Meeting - Briefing on weekly events.

- Audience: D/L, DD/L, EO, AEO, all division/staff  
chiefs, C/B&FB, C/OL-OC/IMC, C/OGC/L&PLD,  
and recipients of awards
- Frequency: Weekly
- Last Date Conducted: 22 June 1984

k. Yearly visit to each outlying OL component by D/L, DD/L  
or EO.

- Audience: Various logistics components in Headquarters  
and overseas

- Frequency: Weekly
- Last Date Conducted: 28 June 1984

1. Branch Staff Meetings - Attended by D/L, DD/L or EO to discuss concerns.

- Audience: Branch employees
- Frequency: Bimonthly
- Last Date Conducted: 18 May 1984

m. D/L Walk-Abouts - D/L walks to individual offices and talks to employees at their workstations.

- Audience: 01 careerists
- Frequency: Biweekly
- Last Date Conducted: 05 June 1984

n. Open Door Policy - The D/L, DD/L or EO are personally available to discuss concerns with any employee and often reiterates his open door policy.

- Audience: All OL careerists
- Frequency: Continuing
- Last Date Conducted: 26 June 1984

o. New Building Briefings - Briefings on space, parking, design, and general projects associated with the planning for and construction of the new building.

- Audience: General and specific interest groups
- Frequency:
- Last Date Conducted:

2. Planned

a. Telepouches to Overseas Facilities - To update on OL news.

- Audience: OL careerists overseas
- Frequency: As events occur
- Last date Conducted: Will be issued July 1984

## DISPLAYS/PUBLICATIONS

### 1. Existing

a. The OL Personnel Handbook: Designed to familiarize the new employee with the Personnel Management system. The Handbook contains the laws, regulations and policies, and administrative procedures that provide the framework for OL personnel management. (Issuance of the handbook has been discontinued pending revision of same.)

b. Catalog of Courses: The Office of Logistics Catalog of Courses is designed to provide a broad overview of the internal and external training available for employees and to serve as a guideline to Careerists in formulating a personalized training program.

c. "Executive Furnishings Catalog": The "Executive Furnishings Catalog" has been printed and distributed to all support officers. The full-color catalog includes pictures, stock numbers, and prices of furnishings according to grade for GS-15s and above. The catalog will be updated periodically as necessary due to price or other changes or additions.



d. "Headquarters Logistics Notes": On 22 May 1984 the first in a series of "Headquarters Logistics Notes" was distributed to all logistics and support officers in Headquarters Building and at outlying buildings. The notes are meant to be informal in nature and are not intended to establish policy. Recipients of the notes were asked to give them wide circulation to all interested employees.

The notes have been published weekly since initiation of the series and contained information relating to construction of the new building on the Headquarters compound; parking; the status of the Headquarters maintenance and operations contract; the relamping program; the reorganization of Logistics Services Division, OL, as the Headquarters Operations, Maintenance and Engineering Division, OL; and new access routes to the Headquarters Building from North, South, and West Parking Lots, with maps provided by the New Building Project Office, etc.

e. Exhibit of Memorabilia: On 15 June 1984, an exhibit consisting of memorabilia from the 24 May 1984, groundbreaking ceremony for the new building, and from the 1959 cornerstone laying for the Headquarters Building was mounted beside the model at the junction of the 1C/1D corridors at Headquarters Building.

f. Fine Arts Commission Exhibits: The Interior Design Consultant assists the Fine Arts Commission and other components with exhibits in the 1D Exhibit Corridor at Headquarters Building.

g. Agency Shuttle Bus Schedules: Agency shuttle bus schedules are updated whenever the schedule changes and are distributed to all interested employees via receptionists in all Agency-occupied buildings, shuttle bus drivers, etc.

h. Headquarters Building Locator Maps: A new trifold locator map of Headquarters Building has been prepared, and a supply has been sent to the Office of Personnel for inclusion in their informational packet for new employees. The locator maps are also available to all current employees.

j. Quality Circles Newsletter: Produced quarterly, this publication serves as a P&PD in-house communication device, and may be of general interest to those outside of P&PD interested in developing a Quality Circle Program.

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k. New Building Displays: The NBPO provides New Building Construction Information displays as well as a model and artist renderings of the new building.

l. D/L Staff Notes: Weekly items of interest to OL careerists to keep them informed of office activities and concerns. Notes taken from D/L Staff Meeting.

j. Item of Interest for D/L Staff Notes: Prepared on rotation by OL divisions and staffs to provide in-depth information on a current initiative underway in the staff or division.

2. Planned

a. "Quality of Life in CIA": The Interior Design Consultant is working with the Fine Arts Commission on the booklet, "Quality of Life in CIA." This is a new version of the booklet, "Design for Living in CIA." It addresses the Headquarters Building design history and offers guidelines for employees to extend good design into the workplace.

b. Computerized Carpool Service: A new service will soon be available in Room 1J45, Headquarters Building, to personnel desiring to join a carpool. A computerized list of existing carpools within a geographic area will be

accessible by providing the grid number from the large map in the 1J Corridor or similar maps located at the outlying buildings.

c. Carpool/Vanpool Fair: In support of the Agency's efforts to encourage the use of carpools and vanpools, OL/HOME plans to have a fair in the near future to make pertinent information available and the formation of carpools/vanpools easier. A Vanpool Fair was previously held at Headquarters Building on 14 January 1980.

d. P&PD Handbook: A P&PD customer handbook, which will provide a summary of all services offered, will be available in the near future. Our current plans are to distribute the handbook to all P&PD customers.